



**STATEMENT OF PROCEEDINGS FOR THE
REGULAR MEETING OF THE
FOOTHILL TRANSIT EXECUTIVE BOARD
FOOTHILL TRANSIT ADMINISTRATIVE OFFICE
2ND FLOOR BOARD ROOM
100 SOUTH VINCENT AVENUE
WEST COVINA, CALIFORNIA 91790**

Friday, December 13, 2013

8:00 AM

CALL TO ORDER

1. Call to order. (13-5759)

The meeting was called to order by Treasurer Carol Herrera at 8:05 a.m.

PLEDGE

2. Pledge of Allegiance. (13-5760)

The Pledge of Allegiance was led by Treasurer Carol Herrera.

ROLL CALL

3. Roll call. (13-5761)

**Roll call was taken by Mr. Garen Khachian, Staff, Board of Supervisors
Executive Office, Commission Services Division.**

Present: Treasurer Carol Herrera, Member Michael De La Torre, Member
Peggy A. Delach, Member Corey Calaycay and Member Becky
A. Shevlin

I. ADMINISTRATIVE MATTERS

4. Approval of the minutes for the Regular Meeting of the Executive Board of
October 25, 2013. (13-5762)

**On motion of Member Peggy A. Delach, seconded by Member Michael De
La Torre, the minutes for the Regular Executive Board Meeting of October
25, 2013 were approved by the following vote:**

Ayes: 3 - Treasurer Carol Herrera, Member Michael De La Torre and Member Peggy A. Delach

Abstentions: 2 - Member Corey Calaycay and Member Becky A. Shevlin

Attachments: [SUPPORTING DOCUMENT](#)

II. PRESENTATIONS

5. 5.1 Contractors' Employee Recognition (13-5763)

Dan McKeehan, General Manager, First Transit, introduced and recognized the following Arcadia location First Transit Operator of the Month:

- **Larry Horrice, Operator of the Month (December 2013)**

Jim Marshall, General Manager, First Transit, introduced and recognized the following Pomona location First Transit Operator of the Month:

- **Jim Ochoa, Operator of the Month (December 2013)**

After discussion, by common consent and there being no objection, this item was received and filed.

5.2 New and Promoted Staff (13-5764)

Doran Barnes, Executive Director, Foothill Transit, recognized the following Foothill Transit newly hired and promoted staff:

New Hires

- **Christopher Pieper, Record Specialist**
- **Vincent Saucedo, Construction Project Manager**
- **Matt Mumford, Director of Customer Relations**

After discussion, by common consent and there being no objection, this item was received and filed.

III. PUBLIC COMMENT

6. Public Comment. (13-5765)

The following individuals addressed the Board:

Mr. Barrick J. Neill, Regional Vice President, Veolia Transportation.

Mr. Nick Promponas, First Transit Senior Vice President, Veolia Transportation.

Mr. Giancarlo Massarotto.

IV. CONSENT CALENDAR

7. OCTOBER 2013 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the Financial Statements and Investment Summary for Fiscal Year 2014. (13-5766)

On motion of Member Peggy A. Delach, seconded by Member Corey Calaycay, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

8. AMENDMENT TO URS CONTRACT: ARCHITECTURAL & ENGINEERING SERVICES - SECURITY PROJECT

Recommendation: Authorize the Executive Director to negotiate final terms and conditions and enter into a Contract Amendment with URS Corporation dba as URS Corporation Americas in the amount of Thirty-Seven Thousand Two Hundred Thirty-Six Dollars (\$37,236.00) for Phase III of Construction Management Services under Agreement No. 11-017B. (13-5767)

On motion of Member Peggy A. Delach, seconded by Member Corey Calaycay, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

9. OCTOBER PERFORMANCE INDICATORS REPORT

Recommendation: Receive and file the October 2013 Performance Indicators Report. (13-5768)

On motion of Member Peggy A. Delach, seconded by Member Corey Calaycay, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

10. CONTRACT AWARD - LASERFICHE HARDWARE

Recommendation: Authorize the Executive Director to negotiate final contract terms and conditions and execute a contract in the amount of one hundred and eight thousand, six hundred and seventy two dollars and eighty one cents

(\$108,672.81) with Nexus IS to purchase Unified Computing System server blades and NetApp storage for the document imaging management system at the Foothill Transit administrative office. (13-5769)

On motion of Member Peggy A. Delach, seconded by Member Corey Calaycay, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

11. EXERCISE OPTION YEAR 3 OF THE BUS BOOK CONTRACT

Recommendation: Authorize the Executive Director to exercise Option Year 3 of Agreement No. 11-007 in the amount of \$90,000 for printing of the Foothill Transit Bus Book. (13-5770)

On motion of Member Peggy A. Delach, seconded by Member Corey Calaycay, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

12. CONTRACT AMENDMENT - JANITORIAL SERVICES

Recommendation: Authorize the Executive Director to execute Contract Amendment No. 4 to Agreement No. 10-017 for: (1) Janitorial Services at the Administrative Offices in the amount of Thirty-Four Thousand Sixteen Dollars and Eighty-Eight Cents (\$34,016.88) for a period of one year beginning December 1, 2013 through November 30, 2014; and (2) Janitorial Services at the El Monte Transit Store in the amount of and Seven Thousand Seven Hundred Eighty Four Dollars (\$7,784) for a period of seven months beginning December 1, 2013 through June 30, 2014 for the El Monte Transit Store. (13-5771)

On motion of Member Peggy A. Delach, seconded by Member Corey Calaycay, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

13. FLEXIBLE SPENDING ACCOUNT (FSA) PLAN

Recommendation: Approve the Foothill Transit Health Care and Dependent Care FSA Plan Document and Summary Plan Description. (13-5772)

On motion of Member Peggy A. Delach, seconded by Member Corey Calaycay, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

14. COACH OPERATOR AUDIT RESULTS

Recommendation: Receive and file the results of the Coach Operator Audits conducted in May and November of 2013. (13-5773)

On motion of Member Peggy A. Delach, seconded by Member Corey Calaycay, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

15. AZUSA INTERMODAL PARKING FACILITY PROJECT

Recommendation: Receive and file an update on the Azusa Intermodal Parking Facility. (13-5774)

On motion of Member Peggy A. Delach, seconded by Member Corey Calaycay, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

V. DISCUSSION ITEMS (REGULAR AGENDA)

16. SILVER 2 SILVER PROGRAM CONTINUATION

Recommendation: (1) Receive an oral report on the customer feedback related to the proposed continuation of Foothill Transit's Silver2Silver Program with L.A. Metro; and (2) Based on the feedback received, make a recommendation to the Governing Board relative to the proposed continuation of Foothill Transit's Silver2Silver Program with L.A. Metro. (13-5775)

Felicia Friesema, Director of Marketing and Communications, Foothill Transit, presented this item and reported the following:

- **The Silver 2 Silver Program (Program) servicing the area between El Monte Station and Downtown (Silver Corridor) is a cooperative Program between Los Angeles Metro Silver Line and Foothill Transit Silver Streak. The Program is a one year Program allowing Foothill Transit Passholders to board the Metro Silver Line and Metro Passholders to board the Foothill Transit Silver Streak. The Program was launched on October 14, 2012, which coincided with the opening of El Monte Metro Station.**
- **The Silver Streak ridership numbers, since the implementation of the Silver 2 Silver Program, increased by 18%. Currently Metro Pass ridership accounts for approximately 10% of the total ridership for the Foothill Transit Silver Streak. While ridership has increased on Foothill Transit's Silver Streak, revenue losses have been incurred both due the**

fare reduction and to Foothill Transit accepting Metro passes for boarding. Measure R funding which can be used for service enhancements will be used to offset the reduction in fare revenue associated with the continuation of the program. Metro is on board to cover Foothill Transit's revenue losses beyond the initial one-year promotional period with the funding generated by the ExpressLanes Project as a source of funds for the Silver 2 Silver Program.

- Public outreach meetings were conducted in three locations, El Monte, West Covina, and Pomona to gather public comments regarding the fare reduction. No member of the public attended the meetings. All comments received were via e-mail. Of the 19 comments received, 18 were in favor of the proposal. One comment did not support the proposal and suggested instead lowering fares on another line.

On motion of Member Peggy A. Delach, seconded by Treasurer Carol Herrera, unanimously carried this item was approved subject to compliance with Federal Regulations.

Attachments: [SUPPORTING DOCUMENT](#)

17. ROUTE 495 PILOT PROJECT

Recommendation: Recommend that the Governing Board authorize the Executive Director to implement a Route 495 Pilot project serving the new Industry Park & Ride. (13-5776)

Joe Raquel, Director of Planning, presented this item and reported the following:

- The Foothill Transit Park and Ride Facility opened on October 7, 2013. Line 493 is a commuter express route starting at the Diamond Bar Park and Ride, with stops at Industry Park and Ride and Puente Hills mall, before arriving into downtown Los Angeles.
- The proposed Line 495 will travel directly into downtown Los Angeles from the Industry Park and Ride. The proposed pilot program would introduce 16 total trips; eight westbound trips during the morning peak hours from Industry Park and Ride and eight eastbound trips during the afternoon peak hours starting in downtown Los Angeles. Passengers riding Line 495 will save at least 30 minutes of travel time each direction compared to Line 493.

A marketing campaign will be launched targeting the following:

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- Residents in the surrounding communities, carpoolers currently using the Diamond Bar Park and Ride, and riders on Line 497 that board at the Chino Hills Park and Ride.
 - The projected cost is \$71,000 per month based on the current rates paid on Line 493. Measure R funds are available to fund this pilot program.

Member Peggy A. Delach suggested that public outreach of the project include the building managers in downtown Los Angeles.

On motion of Treasurer Carol Herrera, seconded by Member Becky A. Shevlin, unanimously carried this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

18. CONTRACT AWARD - COMPREHENSIVE OPERATIONAL ANALYSIS

Recommendation: Authorize the Executive Director to negotiate final terms and conditions and enter into a Contract with Nelson\Nygaard in the amount of Eight Hundred Fifty Thousand Six Hundred Eighteen Dollars (\$850,618.00) for the Comprehensive Operational Analysis. (13-5777)

Joe Raquel, Director of Planning, presented this item and reported the following:

A Comprehensive Operational Analysis (COA) is an in depth program review of the services a transit agency provides to determine system strengths and weaknesses. Due to the comprehensive nature of the COA this analysis is typically completed every five to ten years. The last COA completed at Foothill Transit was in 2005.

The proposed COA Schedule is as follows:

- Phase 1 – Transportation Infrastructure
- Phase 2 – Customer profile
- Phase 3 – Data Analysis
- Phase 4 – Recommendations

Information gathered in Phase 1 and Phase 2 will satisfy Title VI requirement and help with future service enhancements.

Mr. Raquel introduced Thomas Wittmann of Nelson/Nygaard. Mr. Wittman addressed the Board and stated the scope of work will include

the Gold Line interface with Line 187.

On motion of Member Corey Calcay, seconded by Member Becky A. Shevlin, unanimously carried this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

19. FOOTHILL TRANSIT ARCADIA FACILITY SERVICE AND MAINTENANCE REVIEW

Recommendation: Receive and file a report on on-street service and fleet and facility maintenance at Foothill Transit's Arcadia Operations and Maintenance facility. (13-5778)

LaShawn Gillespie, Director of Customer Service and Operations, presented this item and reported the following:

- **First Transit contract was awarded and began service July 1, 2013**
- **First Transit operates and maintains 15 Foothill Transit lines, including the Silver Streak, Line 187, and Line 690, utilizing 121 Compressed Natural Gas buses and 23 Diesel buses. First Transit provides these services through the employment of 395 coach operators, dispatchers, technicians and administrative personnel.**
- **The First Transit contract stipulates that emphasis will be placed on maintaining courtesy to passengers, maximizing on-time performance, and providing well maintained and mechanically safe vehicles.**

Dan McKeehan, General Manager, First Transit, reported that efforts are in place to make improvements in all areas addressed by the Board with focus on improving on time performance, Fleet maintenance performance, preventable accidents performance and missed service. Mr. McKeehan added that a total of 50 engines have been serviced and updated in the last four months.

In response to questions posed by the Board, Mr. Barnes responded with following:

The goal of 85% on-time performance is realistic. The goal, however, involves three elements, Schedule, Service, and Traffic. The first two elements are controllable, but traffic is not.

Member Peggy A. Delach thanked First Transit and Mrs. Gillespie for their efforts in improving services in all areas.

On motion of Member Corey Calcay, seconded by Member Peggy A. Delach, unanimously carried this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

VI. EXECUTIVE DIRECTOR COMMENT

- 20.** Comments by Mr. Doran Barnes, Executive Director, Foothill Transit Executive Board. (13-5779)

Mr. Barnes commended Treasurer Herrera for running today's meeting smoothly, thanked the Board Members for their positive remarks regarding new hires, and reported the following:

- **In partnership with the University of La Verne, Foothill Transit employees now have an opportunity to earn a Bachelor/Master's Degree in Public Administration. Classes are being offered at the Foothill Transit Administrative Office.**
- **A Special Governing Board meeting is scheduled for December 18, 2013.**
- **In celebrating Foothill Transit's 25th Anniversary celebration invitations have been extended to Bill Forsythe, the First Executive Director of Foothill Transit to attend the Special Governing Board meeting scheduled for December 18, 2013. Roger Chapin the second Executive Director will be invited to the Governing Board meeting scheduled for March 14, 2014 and Julie Austin the third Executive Director will be invited to the Annual Governing Board meeting scheduled for May 16, 2014.**
- **Treasurer Carol Herrera, and Councilmember Jeff Parriott, City of Industry accompanied Mr. Barnes on a trip to visit Proterra and North American Bus Industry manufacturing facility.**

After discussion, by common consent and there being no objection, this item was received and filed.

VII. BOARD MEMBER COMMENT

- 21.** Comments by Members of the Foothill Transit Executive Board. (13-5780)

Board Members wished everyone Happy Holidays.

After discussion, by common consent and there being no objection, this item was received and filed.

VIII. ADJOURNMENT

- 22.** Adjournment for the December 13, 2013, Foothill Transit Executive Board Meeting. (13-5781)

There being no further business, the Foothill Transit Executive Board meeting adjourned at 9:00 a.m.